



Plan of Work Plan de Trabajo

Officer/Chairman Name:
(Nombre de Oficial/Presidente de Junta) _____

Position: **SECRETARY** **Year:**
(Posición) _____ (Año) _____

Reproduce as needed for the appropriate number of goals.
(Se puede reproducir para metas adicionales.)

Responsibilities / Duties: (Responsabilidades)	To manage and keep the records of local PTA business, conduct and maintain correspondence, and be the custodian of the historical records of the PTA.	Committee Members: (Miembros del Comité)	Minutes Committee, only if appointed by the president to review the minutes of the executive board and/or membership meetings.
Goal: (Meta)	To record, maintain, and keep accurate accounts of Local PTA Executive Board and association business.	Evaluation Process: (Proceso de Evaluación)	Approved minutes by the committee, executive board, and membership.

Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empezio)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)
Keep all minutes, reports, records, governing documents, policies, and maintain a procedure book.	July	July	\$10
Collect, maintain, and preserve the historical records/files of the organization by assuming the duties of historian.	July	July	\$10
Assisting the president/and or the executive board prepare for meetings (send meeting announcement, help the president develop the agendas, etc.)	July	July	\$10
Act as corresponding secretary. (Read communications, write thank-you notes, and “sympathy/sunshine” notes, etc.)	July	July	\$10

Resources: (Recursos)	Council Secretary and Executive Board, Texas PTA Field Service Representative, Texas PTA Secretary Resource Guide and website, Texas PTA Parliamentarian Resource Guide, National PTA website (e-learning)
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